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PREVIOUS EDITION MAY BE USED.

Sverdrup Technology Unified and Special Operations Group

Price Proposal - SOCS Command Support

| CLIN 0006 Labor (FFP) | 4 | МО | \$5,153.545 | \$ 20,614.18 | |
|--|---|----|-------------|--------------|--|
| CLIN 0002 Materials (Cost Reimbursable) | 1 | LO | | \$50.00 | |
| CLIN 0003 Local Travel (Cost Reimbursable) | 1 | LO | | \$150.00 | |
| CLIN 0007 Technical Data | 1 | LO | | NSP | |
| Grand Total | | | | \$ 20,814.18 | |

SPECIAL INSTRUCTIONS

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

ACCOUNTING AND APPROPRIATION DATA

AA: 9720100.56SF SC2 52SF DEC805 010000 59200 015498 525700 F25700 ESP: HQ

AMOUNT: \$20,814.18

STATEMENT OF WORK FOR COMMAND SUPPORT CENTER SUPPORT

1.0 SCOPE:

This Task Order (TO) Statement of Work (SOW) covers the requirements for Conference and Meeting Support services, PERSTEMPO and travel program management, and ABSS support for the Center for Command Support. Specific requirements of this TO include, but are not limited to, the following:

- Proficiency in taking minutes at high-level meetings, using either shorthand or a recorder.
- Proficiency in writing abilities.
- Proficiency in Microsoft Office Suite applications, Automated Business Services System, WinBas, and PERSTEMPO reporting.
- Must be capable of providing and supporting flexible work-hour requirements in support of this task.
- Experience with the Open Documents Listing (ODL).

2.0 APPLICABLE DOCUMENTS:

The ALMBOS contract SOW para 2.2.1.5 shall apply to the work being performed.

3.0 REQUIREMENTS:

- 3.1 Conference and Meeting Support. The contractor shall attend the Command Update, the Quarterly Review and Analyses (R&A) meeting, the weekly Deputies Meeting, and the weekly Maverick meetings, as a minimum. Other meetings may be assigned. The contractor shall provide written documentation/minutes on the results and proceedings of all assigned meetings. Minutes will articulate Command information; status on issues; CINC, CS, DCS or chairing individual's guidance; and general results of the meetings. The contractor shall ensure minutes are posted to the Command Web-site within 72 hours. It is imperative that the contractor has proficiency in writing abilities in order to articulate Command guidance in the transcription of minutes. (A001-Conference Minutes)
- 3.2 Graphics Support and PERSTEMPO tracking. The contractor shall prepare, update and maintain briefing packages/slides for recurring financial presentations on ravel, internal to the Center for Command Support. The contractor will establish a metrics system using the

PERSTEMPO database to show the status of SOCS travel. The contractor will establish a repository for these metric presentations by fiscal year for historical purposes. The contractor will input data for PERSTEMPO tracking on a weekly basis. The contractor will provide a monthly status report of SOCS travel statistics to the Center's Resource Advisor. (A005-Metrics Presentation/Repository)

- 3.3 Travel Program Management. The contractor shall track, maintain and report on the status of open travel orders using the Open Documents Listing extracted from 'WinBasv3f software. Monthly Reports will be submitted which provide a listing of travel lines closed during the month. The monthly goal is to close 75 percent of open travel lines. In addition, the contractor will have the responsibility to keep the Center updated on changes to the Air Force and USSOCOM travel regulations, policies or procedures related to TDY travel. Changes or updates to these publications will be provided to Center personnel within two weeks of published change. This may be done via email or briefings. (A003-Travel ODL Report)
- 3.4 Automated Business Services System. The contractor shall serve as the Center's primary point of contract for Automated Business Services System (ABSS) support. The contractor will ensure appropriate personnel receive training in ABSS; software loaded on computers, and appropriate ABSS flows are developed for SOCS. Contractor will publish an updated step-by-step ABSS booklet annually to assist SOCS personnel in preparing financial documents in ABSS. (A004- Step-By-Step ABSS Booklet)
- 3.5 The contractor shall use existing command software (Microsoft Office Suite) applications; PERSTEMPO, WinBasv3f, and the Automated Business Services System to accomplish all task order work.

4.0 TASK MANAGEMENT:

- **4.1 Programmatic Support.** The contractor shall provide a qualified individual to perform the support functions defined in this SOW.
- 4.2 Risk Management. The contractor shall provide the Command Support Center with a quarterly cost and progress status review of the TO. The Quarterly Cost and Progress Status Review shall address the overall status and general conduct of this effort and will include, as a minimum, accomplishments and future planned efforts. Additionally, the contractor shall provide monthly cost performance reports, which depict labor and other expenditures of the TO and the TO total. Monthly cost performance reports shall be submitted electronically. (A002-Monthely Status Report, A006-Quarterly Contract Status Report)

5.0 PERIOD OF PERFORMANCE:

Contractor support will be provided from 31 May 2002 to 30 September 2002.

6.0 DELIVERABLES:

The contractor shall complete a task and electronically submit the required deliverables in accordance with the attached CDRLs.

7.0 ACCEPTANCE:

The USSOCOM Secretary of the Joint Staff or SOCS Resource Advisor (Performance Monitor/COR) shall make acceptance of TO deliverables. The Performance Monitor PM shall evaluate the deliverable for correctness, completeness, sufficiency of technical content, and compliance with applicable specifications and standards in individual taskings.

8.0 GOVERNMENT FURNISHED EQUIPMENT:

The Government will provide all office space, associated computer equipment and software, telephone(s), and any other office supplies necessary to complete this TO.

9.0 TRAVEL:

Occasional local travel is required.

10.0 SECURITY:

Specific tasks under this TO require personnel (b)(2)High
Technical data provided by the Government to the contractor shall be protected from the public disclosure, including data that provides any unfair advantage to any competitive contractor. Variation from this policy needs approval from the Government.

| CONTRACT DATA REQUIREMENTS LIST Form Approved OMB No. 0704-0188 | | | | | | | | | | | | | | |
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